APPLICANT'S GUIDE

News

- Parking/Transit Office closed April 17, 2008
- Anticipated heavy Parking Days:
    - April 17, 2008 Visit of Pope Benedict XVI
    - Nationals Baseball Schedule
- Broadcast Message – Requirements and Expectations
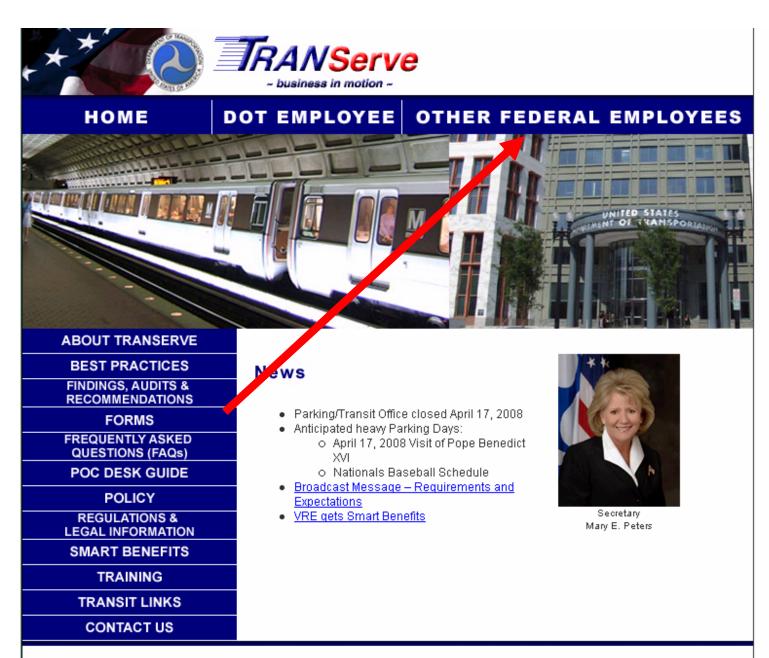- VRE gets Smart Benefits
- Nationals Baseball Schedule

Secretary
Mary E. Peters

Web Policies & Notices | Accessibility | Privacy Policy | No Fear Act

The White House
President George W. Bush

♦ **Log on to http://transerve.dot.gov**

♦ **Click on the "Other Federal Employees" tab.**

♦ **Click on "Forms".**

♦ **Click on "U.S. Department of Education".**

- ♦ **Click on "Transit Benefit Integrity Awareness Training".**
- ♦ **Complete the Transit Benefit Integrity Awareness Training.**
- ♦ **Please print the entire document, add your name, and give the last page of the document to your Executive Officer for processing and keep the remaining pages for future reference.**

♦ **Click on "Transit Benefit Application and Worksheet".**

CLICKING ON THE "TRANSIT BENEFIT APPLICATION AND WORKSHEET" LINK WILL TAKE YOU TO THE TRANSIT BENEFIT APPLICATION WEBSITE.

LOG IN

User Name: [_____]
Password: [_____]   Forgot Password?

[Log In]

NOT REGISTERED YET?   [Register]

♦ **Click "Register".**

NOTE: ALL PARTICIPANTS (NEW AND CURRENT) MUST REGISTER THE FIRST TIME THEY VISIT THE TRANSIT BENEFIT APPLICATION WEBSITE.

♦ **Complete the registration form.**

♦ **You <u>must</u> use your official payroll name (i.e., the name that appears on your payroll records, Employee Express and your ED ID Badge) as your User Name. Your user name should be in the following format: First name.Last name. Please note that if you do not use your official payroll name, you will be automatically removed from the on-line transit system during annual recertification.**

♦ **Click "Register".**

♦ **Enter your User Name and Password.**

♦ **Click "Log In".**

Facilities Service Center - TRANServe

Transit Benefits Program

Home | Transit Application | Utilities | Logout

Welcome To Parking and Transit Benefit Public Website Version v 1.0

Transit Benefit Application

My Account

Change Password

Log out

♦ **Select "Transit Benefit Application" from the main menu.**

♦ **Select your Agency from the drop-down menu.**
♦ **Click "Recertify/Enroll" (for both new applicants   and participants who are recertifying).**
♦ **For all applicants, click "Proceed".**

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to $10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.

- I certify that I am not named on a federally subsidized parking permit with any other federal agency.

- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.

- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.

- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.

- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

[I Agree]   [I Do Not Agree]

♦ **Read the terms and conditions of the Transit Benefit Program.**
♦ **Click "I Agree" to proceed with the application process.**

YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM IN ORDER TO PROCEED WITH THE APPLICATION PROCESS.

APPLICATION TIP

Who is my "vendor"

Vendor- The application asks for each vendor (transit authority) used for transportation to and from work. i.e., in the National Capital Region the vendor is WMATA which gives you three choices: WMATA, WMATA Senior and WMATA Disabled.

WMATA – Select this vendor if you receive the Metrochek or use SmartBenefits.

WMATA Senior or WMATA Disabled – Senior citizens (65 and older), persons with disabilities and customers with a Medicare card and valid photo ID ride for half the regular fare. On Metrorail, use a senior/disabled fare card or SmarTrip® card. On Metrobus, use a senior/disabled bus pass or SmarTrip® card or show your Metro ID or Medicare card and valid photo ID and pay the reduced fare.

These cards only work on Metrorail, Metrobus or Metro Access. For instance, if you are a senior citizen and ride the Metrobus you may receive the WMATA senior farecard or SmarTrip® card. If you are a senior citizen and ride the MARC or VRE you must choose WMATA as the vendor to receive a Metrochek. The WMATA senior ticket will not work on the MARC or VRE .

If you are a participant outside the National Capital Region, choose the vendor or voucher you receive in your area. For example, participants in Atlanta riding MARTA select MARTA-ATLANTA from the drop-down box.`

MARTA-ATLANTA – Select this vendor if you ride the MARTA system in Atlanta.

COBB COUNTY, COMMCHEK-GENERIC, DOUGLAS COUNTY RIDESHARE, GRTA-ATLANTA, TRANSBEN, or VPSI are other Atlanta options.

If more than one vendor is used for your commute, select the one with the greater value. All vendor(s) must be listed by name on the worksheet portion of the application. Enter the name and monthly cost for each of the vendors you use to and from work.

For help computing costs, follow these links to your transit company's website:
Go to http://transerve.dot.gov
Click on "Other Federal Employee"
Click on "Transit Links"

APPLICATION TIP

Who is my "vendor"

REGION	VENDOR OPTIONS	REGIONAL POINT OF CONTACT
Atlanta (Region 4)	*COBB COUNTY, GRTA, MARTA, TRANBEN (IS GWINNETT TRANSIT)*	**Marie Young (404) 562-6000**
Boston (Region 1)	*COMMCHEK–GENERIC*	**Barbara Mahoney (617) 223-9317**
Chicago (Region 5)	*RTA–CHICAGO*	**Shirley Jones (312) 730-1706**
Cleveland (Region 5)	*GCRTA–CLEVELAND*	**Denise Ennis (216) 522-4970**
Dallas (Region 6)	*NON-INVENTORY*	**Barbara O'Pry (214) 661-9506**
Denver (Region 8)	*TRANBEN*	**Linda Carson (303) 844-3544**
Kansas City, MO (Region 7)	*KCATA–KANSAS CITY*	**Donald Jacobsmeyers (816) 268-0400**
Long Beach (Region 9)	*TRANBEN*	**Phyllis Moses (562) 980-4141**
New York (Region 2)	*MTA-NY, TRANSITCHEK-NY*	**Michael Roundtree (646) 428-3905**
Philadelphia (Region 3)	*COMMCHEK–PHILADELPHIA*	**Sherry Benjamin (215) 656-6013**
Pittsburgh (Region 3)	*COMMCHEK–GENERIC*	**Zack Sudiak (412) 395-4547**
Sacramento (Region 9)	*TRANBEN*	**Nonie Lewis (916) 930-2377**
San Francisco (Region 9)	*TRANBEN*	**Pearlie Herbert (415) 556-4064**
Seattle (Region 10)	*NON-INVENTORY*	**Linda Pauley (206) 220-7800**

Transit Benefit Verification Worksheet Example #1

1) Fill out Mode of Transportation (for example, Keller Bus)

2) Complete the Daily, Weekly or Monthly Expense to Work (Example: Weekly and Monthly)

3) Complete the Daily, Weekly or Monthly Expense from Work (Example: Weekly and Monthly)

4) Click "Calc Total" button

5) Insert your Total Monthly Cost

NOTE: Both the "Calc Total" and "Total Monthly Cost" must match.

♦ Complete the "Transit Benefits Verification Worksheet".
♦ Complete the "Converting Daily and Weekly Costs to Monthly Cost" section. (See above instructions)

REMEMBER: PARKING FEES ARE NOT ELIGIBLE FOR TRANSIT BENEFITS AND SHOULD NOT BE INCLUDED WHEN COMPUTING DAILY, WEEKLY OR MONTHLY COMMUTING COSTS.

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Transit Benefit Verification Worksheet Example #2

RECERTIFY

TRANSIT BENEFITS VERIFICATION WORK SHEET

All employees are required to certify their monthly commuting costs by calculating to the nearest dollar for their **daily commute** to work.

Employees are reminded that parking fees are not eligible for transit benefits and should not be included when computing daily, weekly or monthly commuting costs.

Instructions: Calculate your **Total Monthly Mass Transit Expenses** based on the way (daily, weekly, monthly) that you pay for your commute. List your mode of mass transportation and how much it costs you. All costs must be computed to a monthly expense.

Mode of Transportation	Name of Company	Daily Expense	Weekly Expense	Total Monthly Expense
Bus to Work (local)		$	$	$
Bus from Work (local)		$	$	$
Other Bus Mode to Work (commuter or county)		$	$	$
Other Bus Mode from Work (commuter or county)		$	$	$
Rail to Work (MARC, VRE, Metro, other)	The T Commuter Rail	$ 1.70	$ 8.50	$ 34.00
Rail from Work (MARC, VRE, Metro, other)	The T Commuter Rail	$ 1.70	$ 8.50	$ 34.00
Other Mode to Work: Subway	The T Subway	$ 2.00	$ 10.00	$ 40.00
Other Mode from Work: Subway	The T Subway	$ 2.00	$ 10.00	$ 40.00
Van Pool				$
			Calc Total	$ 148.00

Converting Daily and Weekly Cost to Monthly Cost

40-hour workweek and compressed workweek

8-hour work day conversion			9-hour work day conversion			10-hour work day conversion		
Daily Cost	No. Days Worked x 20	Total Monthly Cost	Daily Cost	No. Days Worked x 18	Total Monthly Cost	Daily Cost	No. Days Worked x 16	Total Monthly Cost
$		$ 0.00	$		$	$		$

Other Work Schedule Conversions (telecommuters, part-time, maxiflex, etc.)			Weekly Work Schedule Conversions		
Daily Cost	Number of commute days per month	Total Monthly Cost	Weekly Cost	Number of weeks per month x 4	Total Monthly Cost
$	x no. days	$	$		$

Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.

Total Monthly Costs $ 148.00

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1) Fill out Mode of Transportation (for example, Keller Bus)

2) Fill out second Mode of Transportation (for example, Metro)

3) Complete the Daily, Weekly or Monthly Expense to Work (Example: Weekly and Monthly)

4) Complete the Daily, Weekly or Monthly Expense from Work (Example: Weekly and Monthly)

5) Click "Calc Total" button

6) Insert your Total Monthly Cost

NOTE: Both the "Calc Total" and "Total Monthly Cost" must match.

♦ **Complete the "Transit Benefits Verification Worksheet".**

♦ **Complete the "Converting Daily and Weekly Costs to Monthly Cost" section. (See above instructions)**

REMEMBER: PARKING FEES ARE NOT ELIGIBLE FOR TRANSIT BENEFITS AND SHOULD NOT BE INCLUDED WHEN COMPUTING DAILY, WEEKLY OR MONTHLY COMMUTING COSTS.
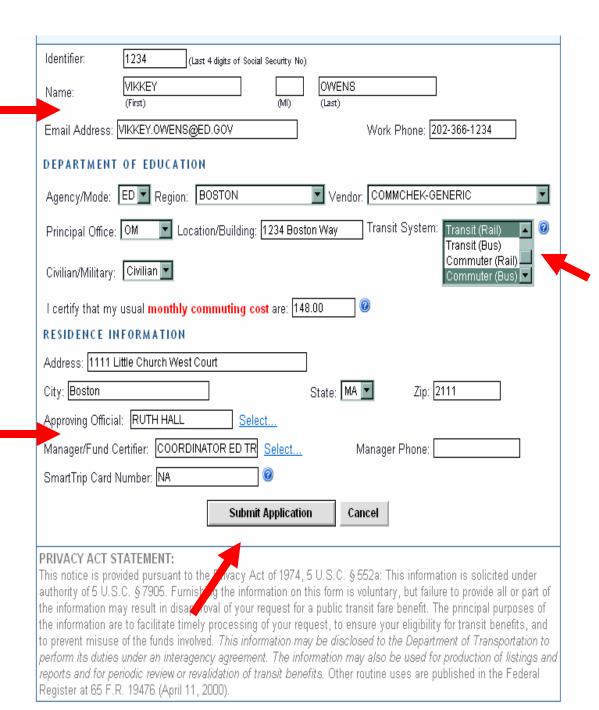
Transit Benefit Application Example

1) Enter last four of SSN (Identifier)

2) Enter full name, email address and work phone

3) Select appropriate choice for Agency, Region, Principal Office and Civilian/Military fields

4) Select Vendor

5) Highlight all Transit Systems used. If using more than one, hold the "CTRL" key while selecting.

6) Enter Work Street Address

7) Enter Home Address

8) Select appropriate Approving Official (Executive Officer) and Manager/Fund Certifier (Transit Benefit Coordinator)

9) Manager phone is optional

10) Click "Submit Application"

♦ **Fill out the transit benefit application.**
♦ **Ensure that you select the correct choices from all drop-down menus.**
♦ **Click "Submit Application".**